

# **BICYCLE AND PEDESTRIAN COORDINATOR**

Department of Public Works – Infrastructure Services Division

**PURPOSE:** The Bicycle and Pedestrian Coordinator is responsible for administering the City of Milwaukee bicycle and pedestrian plan, acts as project manager for bicycle and pedestrian grant and city funded programs and administers the Neighborhood Traffic Management Program.

## **ESSENTIAL FUNCTIONS:**

- Manage various bicycle and pedestrian related grant and city funded projects.
- Serve as a staff member for the City of Milwaukee Bicycle and Pedestrian Task Force.
- Coordinate programs and activities with regional agencies as the City's bicycle/pedestrian liaison.
- Administer the City of Milwaukee Neighborhood Traffic Management Program.
- Design bicycle and pedestrian facilities within the right of way.
- Oversee the work of consultants who are designing bicycle and pedestrian related facilities.
- Ensure and monitor compliance with ADA requirements by coordinating efforts as they relate to City facilities.
- Analyze reports, studies, bicycle/pedestrian plans, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- Review major projects to ensure compliance with city plans and goals for bicycle and pedestrian accessibility.
- Coordinate efforts to expand various City of Milwaukee bicycle and pedestrian programs.
- Perform other related duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Engineering, Urban Planning, Communication or a related field and two years of experience in the advocacy, planning and design of bicycle and pedestrian facilities.

Or

Associates Degree in Engineering Technology or a related field and four years of experience in the advocacy, planning and design of bicycle and pedestrian facilities.

Or

Six years of experience in the advocacy, planning and design of bicycle and pedestrian facilities.

2. Valid driver's license at time of appointment and throughout employment.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

*Note: Copies of transcripts should be submitted with application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or to the City of Milwaukee, Department of Employee Relations, ATTN: Mr. Carl Nagy, 200 E Wells St. Room 706, Milwaukee, WI 53202. (Student copies are acceptable)*

## ***Bicycle and Pedestrian Coordinator (DPW-Infrastructure Services)***

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*Note: Equivalent combinations of education and experience may also be considered.*

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of American Association of State Highway and Transportation Officials (AASHTO) standards in order to plan and design bicycle and pedestrian facilities.
- Knowledge of the Manual of Uniform Traffic Control Devices (MUTCD) and how it relates to accommodating bicyclists and pedestrians within the public way.
- Knowledge of the Americans with Disabilities Act (ADA) requirements to ensure City facilities are in compliance.
- Knowledge of the principles and practices of public administration and City of Milwaukee governmental operations to properly maintain programs.
- Knowledge of the State of Wisconsin Vehicle Code rules of the road to ensure bicycle and pedestrian program compliance.
- Knowledge of traffic calming techniques related to the City's Neighborhood Traffic Management Program in order to ensure and monitor implementation.
- Skill in the design of bicycle and pedestrian facilities that comply with state and federal guidelines.
- Ability to communicate orally to facilitate effective public speaking.
- Ability to prepare written reports and other correspondence used for clear and concise communication of information.
- Skill to plan, organize, and promote public education programs to expand bicycle and pedestrian facilities use.
- Ability to use advanced computer applications to manage and analyze data, draft bicycle and pedestrian facilities and prepare written reports and correspondence.
- Ability to maintain accurate records to properly document the City's bicycle and pedestrian programs.

**THE CURRENT PAY RANGE (PR 2IN) IS:** \$64,697 - \$79,836 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 27, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 East Wells Street, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.